**POST in LABORATORY**

**COVID 19 Laboratory Entry Protocol Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_**

Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Specific Laboratory Room #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Example(s): **B221 – East** or **B225B-1**

Faculty Member Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COVID-19 Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Laboratory Hours (typical) \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

* Person responsible for verifying COVID-19 laboratory protocols are being followed

Laboratory Technicians: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DAILY REQUIREMENTS** (Verification Required)

1. **Symptom-Free** -All person(s) on site are healthy, free of any symptoms and have been tested negative for COVID
* All person(s) must be symptom free of any illness (including typical flu) for at least 24 hrs, without aid of medication, including over-the-counter.
1. **Social Distancing** must be maintained (> 6’)
* If unable to maintain 6’ distance, except for a brief pass, contact Faculty Member (**PI**) or COVID-19 (**Designee**) for EH&S assistance
* Utilize telework whenever possible, even for specific types of assessment or training
1. **Face Coverings** must be worn at all times, unless there is only one person in the laboratory or office
	* Exception – If safety hazard exists, such as fogging of glasses / other hazardous condition, mask can be removed, but maintain >6’
2. **Handwashing** must occur frequently, and shall be performed for at least 20 seconds.
	* Wash hands before and after using equipment, before and after consumption of food and beverages, immediately after use of restroom facilities
	* Gloves are not a substitute for handwashing.
3. **Gloves** must be changed frequently, or cleaned in a manner appropriate
	* Gloves can be cleaned under soap and water and/or disinfected with either Lysol IC, Virex 256, or other approved EPA-registered disinfectant.
4. **Laboratory Coats** shall be laundered as frequently as required by the PI or COVID-19 Designee
* The **PI** or **Designee** requires laboratory coat laundering every **Day Week Month**
* Laboratory coats shall be stored separately, away from those belonging to others. They can also be treated with Lysol IC or Virex, until laundered

**SIGNAGE - PI** or **Designee** shall…

1. Identify the number of persons permitted in this laboratory / space and shall provide signage indicating number to be \_\_\_\_\_\_\_
2. Identify a direction / door / path to be used by persons in the laboratory space to aid in maintain social distancing
	* For signage such as directional arrows, room occupancy, hygiene and the like, contact the Science Center Director.
3. Designate assigned work areas to limit contact between persons in the laboratory

**CLEANING, DISINFECTING and STERILZATION - PI** or **Designee** has decided on the following for this laboratory facility;

1. All non-hazardous trash shall properly packaged, taped closed and placed outside the door, or in exterior dumpster
2. All surfaces, including benchtops, computers, door handles tools and other high touch items shall be cleaned **3 times daily**
	* For additional supplies, including disinfectant sprays, gloves, paper towels and soap – servicectr@amherst.edu
3. All equipment and other items used within the room shall be cleaned by the person last using the equipment
	* All laboratory equipment shall be cleaned and disinfected in a manner approved by the manufacturer of the equipment.
4. In the event additional / specialized cleaning is necessary within the room, such as mopping of a floor, contact EH&S

**DELIVERIES**

1. Chemical(s) and specialized equipment should be delivered directly to the Science Center and not the Post Office.
	* Arrangements should be made with the delivery services to unload onto the loading dock, but should not include delivery into the building. Persons waiting on a delivery have the ability to track the shipment and should make an authorized person available for receiving the delivery. If you have any questions about a delivery, contact EH&S
2. For equipment deliveries, contact EH&S for receiving requirements for cleaning procedures

**TRAINING**

1. COVID Training is available online and should be completed prior to beginning laboratory related work.
	* Contact the COVID-19 Designee for information on the COVID-19 required training

For additional assistance, please contact COVID-19 Designee, the Chemical Hygiene Officer, Departmental Safety Person or Environmental Health & Safety (413) 542-8189, or ehs@amherst.edu